IT 19
Monitoring of Tasks

August 11, 2009

Monitoring of Tasks – IT 19

- New Task
- Task in Process
- Task Completed

- COPY, COPY, COPY!!!

- The original date of the Monitoring of Task will stay the same when using the copy function.

- The Processing Indicator status will appear on the SAP Date Monitoring Report and the BI0099 report.

There are three Processing indicators to categorize tasks:

New task

When creating a new task in Monitoring of Tasks (IT0019), select the create icon   and the processing indicator will automatically default to "New Task." Enter and save your comments in reference to the new task.
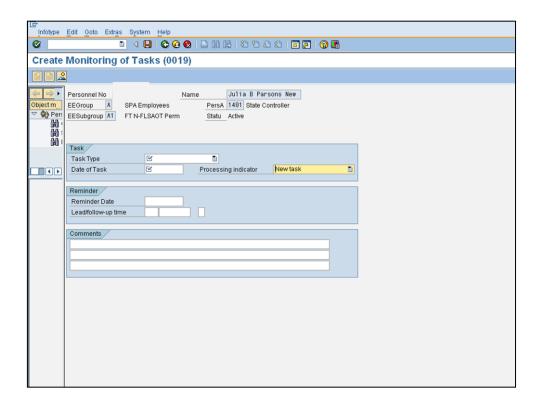
Task in process

When updating information in Monitoring of Tasks (IT0019), use the copy icon   to retrieve the original task and maintain the history. Manually change the processing indicator to "Task in Process." Enter and save your comments in reference to the processing of the task.

Task completed

When completing a Monitoring of Tasks (IT0019), select the copy icon   to retrieve the original task and maintain the history. Manually change the processing indicator to "Task Completed." Enter and save your comments regarding the completion of the task.

NOTE: The original date of the Monitoring of Task will stay the same when using the copy function.

NOTE: The Processing Indicator status will appear on the SAP Date Monitoring Report and the B0099 Employee Deadline Dates report.

Particularly needed for the following

Break in service for temps

Verification of Education

Training progressions

Probation to Perm

Various types of LOA

Work Against

Acting Pay

Other "flags"

Create Monitoring of Tasks (0019)

Personnel No   Name   Julia B Parsons New

EEGroup   A   SPA Employees   PersA 1401 State Controller
EESubgroup A1   FT N-FLSAOT Perm   Statu Active

Task
Task Type   RIF Eligibility Ends
Date of Task   09/30/2010   Processing indicator   New task

Reminder
Reminder Date   10/30/2009
Lead/follow-up time

Comments
Complete PA action Separate

Operator for Task Types (1)   3 Entries found

Operat	Short Descript.
	For specific task type
-	Lead time: Reminder takes place befo
+	Follow-up time: Reminder takes place

Unit of time/meas. (1)   4 Entries found

Restrictions

Unit
Days
Weeks
Months
Years